

RECORDS MANAGEMENT DIVISION

30 April 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Transfer of Supplemental Distribution Function from  
Records Management Division to OCD

1. A staff study prepared by the Management Staff on  
recommended the transfer of the Supplemental Distri-  
bution function to OCD, except for administrative issuances which  
would be handled by the Printing and Reproduction Division,  
Logistics Office.

2. A meeting was held in [ ]'s office on 29 April  
to discuss this recommendation with him, [ ] OCD,  
and [ ] Management Staff. As a result of this meet-  
ing, it was determined:

- (a) OCD does not have space for this activity at this time.  
It appears doubtful that they will have the space within  
the next year.
- (b) Approximately 2,000 sq. ft. of space would be required  
for the equipment and personnel required for the Supple-  
mental Distribution function, exclusive of adminis-  
trative issuances.
- (c) OCD proposed that the personnel now concerned with  
Supplemental Distribution be transferred organizationally  
to them but remain physically in the Records Center at  
[ ]

3. The transfer of the function to OCD without the physical  
separation of personnel and materials does not appear feasible or  
practicable. It would require special arrangements for supervision  
of personnel and in the handling of requests for the material. It  
appears best, therefore, to postpone the transfer of this function  
to OCD until such time as it is necessary to physically transfer the  
Records Center operations to the new location.

4. A comparison of the production rates in the handling of  
requests for supplemental information indicates the following:

<u>Processed by</u>	<u>Rate of Production Per Employee Per Month</u>
OCD	334
Records Center	1,971

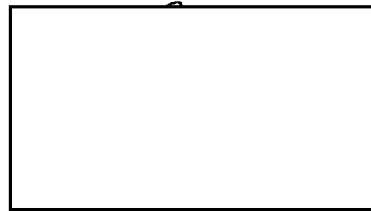
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5. As soon as a decision was made to construct a new Records Center for the Agency [redacted] it was decided that the Supplemental Distribution activity would remain at headquarters. This decision was reflected in a memorandum to [redacted] from myself dated 29 January 1954.

25X1

25X1



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152 X 7 = 1064  $\frac{1}{4}$  Cabinets  
3 X 85 = 255  $\frac{1}{4}$  personnel  
10 X 25 = 250  $\frac{1}{4}$  Shelving  

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450  $\frac{1}{4}$  Rep Equip.  

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2019  $\frac{1}{4}$

4/29/54  
9.30  
1033M/My

oc D 15000 request (40% missing) 9000 filled

$$\frac{9000 \text{ per mo}}{30 \text{ people}} = 300 \text{ each per mo.}$$

$$\frac{9000}{27} = 334 \text{ each per mo.}$$

Rec Center

$$\frac{5914 \text{ per mo}}{6 \text{ people}} = 985 \text{ each per mo}$$

$$\frac{5914}{5} = 1182 \text{ " " "}$$

$$\frac{5913}{3} = 1971 \text{ " " "}$$

OCD Revised

$$\frac{9000}{19} = 473$$

$$\frac{9000}{16} = 563$$

1. Administrative Issuances 2
2. F.D.D - U Series Reproduction -
3. Supp Distribution - 3 -
4. Space - Supp maximum -
5. Remain in Record Center -
- 6.